Department of Public Safety and Correctional Services

Information Technology & Communications Division

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PRE-PROPOSAL CONFERENCE SUMMARY
Project No. DPSCS ITCD 2008-30
Project Title: DPSCS Offender Case Management System
March 20, 2008

Ladies/Gentlemen:

The State of Maryland conducted a Pre-Proposal Conference at 710 E. Lombard Street, Baltimore, MD 21202, on March 19, 2008. An attendance list with the names of those attendees signing in is Attachment 1.

This Summary is being issued to document the Pre-Proposal Conference. Mrs. Linda Thompson, the Procurement Officer, convened the conference, recognized the State and Department people present, and reiterated that all vendors sign in.

Mr. Norman Grinnell, Assistant to the Procurement Officer, then reviewed the RFP and Attachments A, B, C, D, F, G, H, K, L, M, N, O and P, minus Section 2:

- Section 1—General Information (reviewed nearly every point related to method, type, duration, terms and conditions of the solicitation)
- Section 3—Proposal Submission Format (reviewed all the elements required to meet administrative and content requirements for technical and financial proposals)
- Section 4—Evaluation Criteria and Selection Procedure (explained evaluation process and how State selects best proposal)
- Attachment A—Contract (pointed out that RFP, contract and contractor proposals represent State expectations and requirements)
- Attachment B—Bid/Proposal Affidavit (emphasized all blanks are to be filled in and that "domestic corporation" means a corporation registered in Maryland and that a foreign corporation was not a Maryland corporation.)(required submission)
- Attachment C—Contract Affidavit (explained contract affidavit is a reaffirmation of bid/proposal affidavit)
- Attachment D—Minority Business Enterprise Participation (explained 25% requirement and fact some MBE forms errors are not curable and that forms must be submitted to remain as an Offeror)(required submission)
- Attachment F—Price Proposal Instructions and Form (discussed elements of price sheets and that conditions are not acceptable)(required submission)

- Attachment F—Price Proposal Instructions and Form (discussed elements of price sheets and that conditions are not acceptable)(required submission)
- Attachment G—OCMS Functional and Technical Requirements (discussed source of requirements, linkage to scope of work, how the results of Offeror input to functional requirements will be used, data flow, instructions to fill out, business requirements and the accompanying charts.)(required submission)
- Attachment H— Procurement Officer's Checklist (advised Offerors to use checklist to be certain all required elements of the proposal are present in their submission)
- Attachment K—Electronic Funds Transfer (EFT) Registration Request Form
- Attachment L—Non-Disclosure Agreement
- Attachment M—Living Wage Requirements for Service Contracts
- Attachment N—Living Wage Affidavit (required submission)
- Attachment O—Deliverables Submission Form
- Attachment P—Deliverables Acceptance Form

The State's Project Manager, Mr. John Hall, reviewed the work requirements of the RFP, and Attachments I and J.

- Section 3—Scope of Work (reviewed key points to include background, legacy systems that currently comprises most of OCMS in the Department, the business problem of monitoring the life cycle of an offender, need for a total COTS package which addresses as many of the specified requirements as possible, need for the Contractor's recommendations/knowledge of best practices, importance of following the SDLC methodology, Department support, identification of project deliverables, significance of the GAP analysis, need to match the procured OCMS to State processes, need to detail the level of customization needed to meet State requirements, the five mutually exclusive environments, where to find the specific identification of project deliverables, and project personnel.)
- Attachment I—DPSCS Hardware Standards
- Attachment J—DPSCS ITCD Technology Architecture Standards (TAS)

The floor was then opened to questions with the caveat that formal written answers to questions would only be given if the question were submitted in writing, preferably by e-mail. None of the questions received in writing thus far were answered at the meeting as the responses are currently being coordinated prior to formal issue. Questions from the floor covered a wide variety of topics and the dialog lasted for an hour. Although most of the questions asked were answered, some were deferred to a written request if it was apparent the complexity of the response required research and coordination.

Both Mr. Hall and Mr. Grinnell additionally reminded attendees that even questions asked and answered at the conference should be re-asked formally by e-mail if the questioner wanted a formal, coordinated and authoritative response. The significance of this point is that any verbal response to a question was a best effort to be open about requirements and could possibly be in error. For example, a question asked about the ability to use offshore personnel was answered affirmatively; however, the RFP Section 2.7.2 requires a CJIS State and Federal criminal background check which would be problematic for offshore personnel. The point here is that no matter how straightforward the question and answer, it should be asked formally if an Offeror is to depend upon the answer.

Date Issued: March 25, 2008   Linda Thompson

                                                Procurement Officer

ATTACHMENT 1
OCMS Pre-Proposal Conference Attendance List

Name/Title/Company	E-Mail	Phone(s)	Physical Address	MBE
Robert H. Sprecher/ Director/UNISYS	robert.sprecher@unisys.com	(303)439-9005	4480 Red Deer Trail Broomfield, CO 80020	NO
Susan R. Nuzzi/Account Executive/UNISYS	susan.nuzzi@unisys.com	(410)665-3742	2712 Erie Ave Baltimore, MD 21234	NO
Pamela Bennett/ XWAVE	pamela.bennett@xwave.com	(303)581-0334	151 Capitol Street, Suite 1 PO Box 495 Augusta, ME 04332-0495	
Tom Demerson/Director, Business Development/XWAVE	tom.demerson@xwave.com	(506)451-3147	520 King Street, Carleton Place Fredericton, NB E3B 6G3	
Harry Lanphear/XWAVE	harry.lanphear@xwave.com	(800)566-9772 ext320	151 Capitol Street, Suite 1 PO Box 495 Augusta, ME 04332-0495	
Peter Porter/Client Executive/IBM	pporter@us.ibm.com	(410)332-2262	100 E. Pratt St. Baltimore, MD 21202	YES
Latoria Y. Shephard/Business Development Rep/DEVNIX	lshephard@devnix.com	(443)629-9426	1101 E 33rd St. Suite E306 Baltimore, MD 21218	YES
Joe Robinson/Project Manager Sales & Delivery/ COMPUWARE	joseph.robinson@compuware.com	(703)749-8555	8201 Greensboro Drive, Suite 400 McLean, Va 22102	NO
Rodney Brownlow/Account Manager/CIBER	rbrownlow@ciber.com	(717)691-5500	650 Wilson Lane Mechanicsburg PA 17055	NO
Brett McAlily/President /DEVNIX	bmcalily@devnix.com	(443)744-4647	1101 E 33rd St. Suite E306 Baltimore, MD 21218	YES
Tom Jones/President, CEO/AUTOMON	tjones@automon.com	(480)368-8555 ext120	14555 N. Scottsdale Road Suite 300 Scottsdale, AZ 85254	NO

Name	Email	Phone	Address	
Alexis Coates/CEO/DEVNIX	acoates@devnix.com	(443)829-7614	1101 E 33rd St. Suite E306 Baltimore, MD 21218	YES
Richard K. MCClearn/Vice President of Sales/Early Morning Software, Inc.	richard@emslab.com	(410)539-0901	227-229 North Holiday Street Baltiomore, MD 21202	YES
Robert Schwab/ LORYX SYSTEM	robs@loryxsystems.com	(650)872-5000 ext117	395 Oyster Point Blvd Suite 120 So. San Francisco, CA 94080	NO
Kevan Dobsin/Regional Slaes Manager/ SYSCON JUSTICE SYSTEMS INC.	kevandobsin@syscon.net	(604)606-7672	110 Blue Ravine Road, Suite 162 Folsom, CA 95630	NO
Alan J. Tetrault/CTO Vice President/OPPTEK	atetrault@opptrek.com	(410)695-0541	2433 Jostaberry Way Odenton, MD 21113	NO
Micheal Geidel/VP Business Development/OPPTEK	mgeidel@opptek.com	(443)223-2080	6408 Glasglow Circle Sykesville, MD 21784	NO
Patrick Simon/Chief ExecutiveScout/ BLUECOLLAROBJECTS	patrick.simon@bluecollarobjecs.com	(703)673-9324		YES
George T Hardy Account Executive/ACS	george.hardy@acs-inc.com	(443)957-2451	1800 Washington Blvd 4th Floor Baltimore, MD 21230	
Carlton Foote/Business Development Director/PERFICIENT	Carlton.foote@perficient.com	(703)589-7484	11166 Fairfa Blvd Suite 302 Fairfax, VA 22030	
Donnie Scott/EDS	Donnie.scott@eds.com	(703)742-2347	A2S-A28 13600 EDS Drive Herndon, VA 20171	NO
Rajan Natarajan/Director/ GANTECH	r.natarajan@gantech.net	(410)464-1400	9175 Guilford Road Columbia, MD 21046	YES
Nicole M. Waddell/President/ VIRTUAL LINK	nmwaddell@virtuallinkllc.com	(443)540-1257	104 East 25th Street Suite 201 Baltimore, MD 21218	YES

Peter C.Stoecklin/VP/ MARQUIS SOFTWARE	Stoecklin.peter@marquisware.com	(850)322-1187	1611 Jaydell Circle Suite G Tallahassee, Florida 32308	NO
OmaSampson/President /DSBYTE SOLUTIONS	omasampson@dsbyte.com	(443)451-7053	1101 E33rd Street Baltimore, MD 21218	YES
Tina Wynegar/President/ BAY-TEK COSULTING	twynegar@bay-tek.net	(410)522-8710	2400 Boston St Suite 316 Baltimore, MD 21224	YES
Tim Samuel/President/ NORTH AMERICAN SOFTWARE CONSULTANCY INC	Tim_samuel@mynasc.com	(443)283-3903	2396 Ballard Way Ellicott City, MD 21042	YES
Alen Dalton/Project Manager Special Programs/IT-CNP, INC.	adalton@it-cnp.com	(410)884-1004	9160 Red Branch Road Suite E-4 Columbia, MD 21045	YES
Jim Pauli/Director/EDS	Jim.pauli@eds.com	(703)742-1152	A2S-A28 13600 EDS Drive Herndon, VA 20171	NO
Andy Keyser/CEO/ E-DATA EXPERTS, INC.	andy@edataexperts.com	(717)549-3600		NO
Jay Rousseau/Consulting Director/SIERRA SYSTEMS	jayrousseau@sierrasystems.com	(613)236-7888	220 Laurier Avenue West, Suite 800 Ottawa, ON K1P 5Z9 Canada	NO
Steve Glushakow-Smith/Principal Consultant/IT CNP, INC.	sgssmith@it-cnp.com	(410)884-1004	9160 Red Branch Road Suite E-4 Columbia, MD 21045	YES
Khin M. Contrino/PTS, INC.	kcontrino@preftec.com	(410)294-4117	12516 Valley Pines Dr. Reisterstown, MD 21136	YES
Harry Hans/President/ SONA NETWORKS	hhans@sonanetworks.com	(410)329-1811	Executive Plaza 1, Suite 409 11350 McCormick Rd Hunt Valley, MD 21031-1044	YES

Herb Smith/Account Executive/ MARICOM SYSTEMS, INC.	hsmith@maricom.com	(410)298-2770	7104 Ambassador Rd. Suite 100 Baltimore, MD 21244	YES
Nikki I. Williams/President/ WILLIAMS NETWORKS	nw@williamsnetwork.com	(410)799-0896 ext112	Century Plaza Bldg. 2000 10632 Little Patuxent Pkwy Columbia, MD 21044	YES
Ted L. Douglas/President/ CUSH INCORPORATED	tldouglas@cush.com	(202)355-1385	888 16th St NW Suite 800 Washington, DC 20006	NO
Kevin Morin/Senior Network Architect/ GLOBAL VISION TECHNOLOGIES	Kevin.morin@globalvisiontech.com	(877)791-4367 ext 801	6614 Clayton Road #346 St. Louis, MO 63117	NO
Matthew Heinrichs/Senior Systems Engineer/ INTEGRATED TECHNOLOGY SOLUTIONS, INC.	mheinrichs@itsi-inc.com	(443)430-9014	6325 Woodside Court Suite 130 Columbia, MD 21046	YES
John Beckett/Partner/ BECKETT CONSULTING, LLC	Jbeckett@beckettcon.com	(301)591-4447	6220 April Brook Circle Columbia, MD 21045	YES
Edgar R. Jones/VP/ MAINSTREET TECHNOLOGIES	ejjones@mainstreet2.com	(410)347-1277 ext115	1645 Ridgely St. Suite 100 Baltimore, MD 21230	YES
Don Bessicks/Business Consultant/ MAINSTREET TECHNOLOGIES	Dbessicks2mainstreet2.com	(410)347-1277 ext101	1645 Ridgely St. Suite 100 Baltimore, MD 21230	YES
Eric L. Jackson/VP/ LAKEARBOR	Eric.jackson@verizon.net	(301)333-1961	1399 Golf Course Drive Mitchellville, MD 20721	